

**DEPARTMENT OF THE ARMY
US ARMY GARRISON, ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND**

NONAPPROPRIATED FUND POSITION ANNOUNCEMENT

NAF VACANCY ANNOUNCEMENT #OC12-01

OPEN: 13 OCTOBER 2000

NO CLOSING DATE

POSITION TITLE, SERIES, GRADE & PAY: CLERK, NF-0303-02, (See Current Pay Schedule for Pay Banding System)

LOCATION: IMWRF, Community Recreation Division, Top of the Bay, Operations Division, Child & Youth Services & Veterinary Services, US Army Garrison, Aberdeen Proving Ground, Maryland

TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited Tenure depending upon the need at the time position is filled. Work schedule may be Regular, Irregular or Rotating. Conversion from a flexible or Limited Tenure appointment to a Regular Full-time Regular Part-time may be made non-competitively.

BRIEF DESCRIPTION OF DUTIES: Performs a variety of administrative and clerical functions in support of the activity to which assigned. Receives and reviews incoming documents for completeness. Sets up and maintains office files. Keep time and attendance reports and records. May perform a variety of complex typing.

QUALIFICATION REQUIREMENTS:

OPERATIONS DIVISION:

- Must possess one (1) year clerical experience.
- Must have High School Diploma or GED.
- Must have the ability to work with public contacts, communicates orally and in writing and deal effectively with people.
- Must have the ability to type 40 words a minute and tabular material.
- Must have the ability to use a personal computer.
- Must have the ability to compose and review correspondence for punctuation, correctness of format and grammar.
- Must have the ability to file.

COMMUNITY RECREATION DIVISION & TOP OF THE BAY:

- Six (6) months of clerical or administrative duties.
- Must have the ability to type 40 words per minute.
- Must have experience that involves the use of typewriters, calculators and/or personal computers.

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CIVILIAN WELFARE:

- Six (6) months of clerical experience
- Ability to type 40 words per minute.

CHILD & YOUTH SERVICES

- Some knowledge of office practices and machine desirable.
- Ability to type 40 words per minute.
- Satisfactory completion of background and National Agency Checks.
- Work experience involving the use of computers.
- Posses a valid motor vehicle license.

VETERINARY SERVICES:

- Progressively responsible clerical experience, which involves the use of typewriters, calculators and/or personal computers.
- Ability to communicate orally, in writing and deal effectively with people.

CONDITION OF EMPLOYMENT:

Direct Deposit: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

INSTRUCTIONS TO APPLICANTS: Application forms (DA Form 3433, in detail) for current nonappropriated fund (NAF) employees at US Army Garrison, Aberdeen Proving Ground, Maryland; with a concurrent recruitment from all sources are available at the Civilian Personnel Office, NAF Branch, building 305, lower level, Aberdeen Proving Ground, Maryland.

NOTE: To receive Veteran's Preference, a copy of your DD 214 must be furnished. To receive Spouse Employment Preference, you must furnish a copy of your spouse's PCS orders. Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledges, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.

EQUAL OPPORTUNITY: Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the serving NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case by case basis. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization.

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STATEMENT OF WHISTLEBLOWER PROTECTION: Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

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